



Arnold Schwarzenegger – Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

Deputy Commissioner, DRE
Oakland
Permanent — Full-time

The Department of Real Estate is recruiting to fill a permanent full-time position for a Deputy Commissioner in its Oakland District Office. The office is located at 1515 Clay Street, Suite 702, Oakland, California.

Duties of the position include:

- Investigate written or oral complaints involving subdivisions against licensees involving misrepresentations; mishandling of trust funds; PRLS operations; advance fee operations; etc.
- Conduct Broker office surveys to ascertain whether violations exist.
- Investigate the background of applicants or licensees involving criminal convictions or other activity.
- Gather and analyze evidence to determine if a violation of the Real Estate Law can be established.
- Answer general inquiries by telephone and in person involving real estate matters.
- Confer and assist other governmental and law enforcement agencies.
- Testifying at administrative hearings on behalf of the Department and perform other related duties.
- Utilize a PC to complete and track assignments.

Necessary Qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare detailed investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Investigative experience and the ability to review identify and evaluate issues present in complaints and apply the appropriate DRE laws, rules and regulations.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Must maintain and have current driver’s license and be able to travel as dictated by case assignment.
- Ability to multi-task and be able to work under pressure.
- Flexible, patience and tact.

Desirable Qualifications:

- Knowledge of Real estate law is desired, but not required.
- Effective oral and written communication skills including spelling, punctuation and grammar.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable, reliable and excellent attendance.

SALARY:	Range A	\$2774 - \$3157	Range C	\$3609 - \$4350
	Range B	\$3232 – 3709	Range D	\$3964 - \$4773

Who may apply: Current State employees at the Deputy Commissioner level, those individuals who are transferable to the class, and individuals with list eligibility may apply. **Priority consideration will be given to those designated SROA/Surplus. Please indicate SROA/Surplus information on your state application.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the position contact:

Ed Haberer, District Office Manager
Oakland District Office
(916) 622-2512 or CALNET 8-561-2512

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: November 9, 2005

Applications may be obtained from the State Personnel Board website at www.spb.ca.gov.

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews may be conducted on a flow basis.